

HAP Summary Expenditure/Revenue Budget 2009-2010

Project	Objective	Indicative 2009	Revised 2009	% variation	Indicative 2010	% of total
01 Policy Services						
	01 Promote HAP Research Agenda	71,045	3,495	-95%	17,325	0%
	02 Commissioned Studies	50,005	32,380	-35%	35,905	2%
	03 Standards development	142,700	41,000	-71%	38,870	2%
	04 Implement communication strategy	13,000	14,190	9%	23,280	1%
	05 Knowledge Management	83,600	35,550	-57%	42,750	2%
	06 Project Support (Policy Services)	303,285	273,610	-10%	286,480	13%
	Sub-total (net)	663,635	400,225	-40%	444,610	19%
	Cost recovery element	2,530	2,660	5%	2,660	
02 Development Services						
	01 Strengthen Membership	24,780	25,310	2%	25,310	1%
	02 Support Accountability Leaders	9,700	1,650	-83%	-9,920	0%
	03 Deliver Field Support	212,826	99,255	-53%	97,477	5%
	04 Deliver Capacity Building Services	12,700	-99,190	-881%	-115,350	-5%
	05 Promote Complaints and Response Mechanisms	320,164	3,380	-99%	-9,470	0%
	06 Project support (Development Services)	710,469	575,070	-19%	590,289	27%
	Sub-total (net)	1,290,640	605,475	-53%	578,336	27%
	Cost recovery element	258,034	490,037	90%	576,069	
03 Regulatory Services						
	01 Certification	140,425	-102,365	-173%	-163,410	-6%
	02 Accreditation	109,865	12,180	-89%	6,810	0%
	03 CARB Administration	23,500	22,285	-5%	31,535	1%
	04 Investigate Complaints					
	05 AWP Monitoring		4,050		4,050	0%
	06 Project Support (Regulatory Services)	320,160	397,820	24%	438,064	19%
	Sub-total (net)	593,950	333,970	-44%	317,049	15%
	Cost recovery element	245,190	173,310	-29%	273,310	
04 Management & Governance						
	01 Governance	61,363	127,780	108%	62,020	4%
	02 Fundraising & donor relations	14,800	8,900	-40%	9,295	0%
	03 Contingency/reserve	100,000	100,000		120,000	5%
	04 Secretariat core costs	674,316	610,498	-9%	617,128	28%
	Sub-total	850,479	847,178	0%	808,443	38%
	Net Total	3,398,704	2,186,848	-36%	2,148,438	100%
	Total cost recovery element	505,754	666,007	32%	852,039	35%

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Account Code	Description	Indicative 2009	Revised 2009	% variation	% of total	Indicative 2010	% of total
3400	Cost recovery - training		-163,826		-7.5%	-219,240	-10.2%
3401	Cost recovery - investigation		-23,310		-1.1%	-23,310	-1.1%
3403	Service to members - auditing	-245,190	-150,000	-39%	-6.9%	-259,926	-12.1%
3404	Cost recovery - baseline analysis	-150,100	-164,618	10%	-7.5%	-185,309	-8.6%
3610	Contributions - donations	-72,338	-161,593	123%	-7.4%	-161,593	-7.5%
3680	Cost paid by third parties	-5,100	-2,660	-48%	-0.1%	-2,660	-0.1%
3681	Other operational revenues	-33,026		-100%			
5600	Salaries (gross)	1,440,115	1,057,935	-27%	48.4%	1,089,258	50.7%
5670	Employer social charges	187,894	203,211	8%	9.3%	209,309	9.7%
5690	Local staff	56,860	58,123	2%	2.7%	58,123	2.7%
5691	Temporary staff	74,730		-100%			
5692	Consultant fees	479,824	609,056	27%	27.9%	599,003	27.9%
5800	Recruitment	10,000	14,000	40%	0.6%	14,000	0.7%
5810	Training of employees	15,500	8,000	-48%	0.4%	8,000	0.4%
5830	Fixed allowance	79,355	9,150	-88%	0.4%	9,150	0.4%
5870	Insurance: travel, medivac	9,610	6,132	-36%	0.3%	6,432	0.3%
5871	Medical expenses	2,350	2,700	15%	0.1%	2,700	0.1%
5880	Other personnel costs	1,500		-100%			
6000	Rental and charges	44,100	40,000	-9%	1.8%	40,000	1.9%
6050	Office cleaning and maintenance	6,300	6,500	3%	0.3%	6,825	0.3%
6300	Insurance for fixed assets & IT equipment	1,575	3,500	122%	0.2%	3,575	0.2%
6360	Administrative expenses and fees	5,000		-100%			
6500	Office supplies, photocopies, books, etc.	16,568	10,133	-39%	0.5%	10,133	0.5%
6501	Furniture, office infrastructure	5,000	3,000	-40%	0.1%	3,000	0.1%
6510	Phone	9,702	8,633	-11%	0.4%	8,633	0.4%
6511	Mobile phone	2,390	800	-67%	0.0%	950	0.0%
6512	Internet connection	600	600		0.0%	600	0.0%
6513	Postage	8,925	4,350	-51%	0.2%	6,000	0.3%
6520	Subscriptions - associations	11,410	1,300	-89%	0.1%	1,300	0.1%
6521	Subscriptions - newspapers	600	600		0.0%	600	0.0%
6530	Accounting fees	31,500	30,000	-5%	1.4%	31,500	1.5%
6540	Audit fees	7,085	6,735	-5%	0.3%	7,335	0.3%
6541	Governance related costs	10,025	3,750	-63%	0.2%	4,000	0.2%
6570	IT supplies and maintenance	14,280	13,353	-6%	0.6%	14,873	0.7%
6590	Other administration or support costs	29,380	600	-98%	0.0%	600	0.0%
6600	Design and communication	4,000		-100%			
6601	Web site design and maintenance	6,000	6,000		0.3%	9,600	0.4%
6610	Publishing & printing of material and reports	25,265	13,141	-48%	0.6%	22,641	1.1%
6620	Advertising, PR, relationship building	10,000		-100%		4,000	0.2%
6630	Facilitator fees	191,284		-100%			
6631	Training materials	6,650		-100%			
6632	Conference facilities	88,560	48,010	-46%	2.2%	70,920	3.3%
6633	Other workshop costs	25,164	25,942	3%	1.2%	30,530	1.4%
6634	Training development					3,000	0.1%
6635	Translation fees	47,000	6,600	-86%	0.3%	10,100	0.5%
6640	Air tickets staff & consultants	234,445	209,901	-10%	9.6%	233,601	10.9%
6641	Air tickets participants, board, guests etc	104,600		-100%			
6642	Local travel, taxi, train, bus, cars etc	94,991	43,889	-54%	2.0%	43,290	2.0%
6643	Accommodation	303,520	184,945	-39%	8.5%	196,245	9.1%
6644	Subsistence, visas etc	8,990	105,165	1070%	4.8%	113,550	5.3%
6650	Field Material, mosquito nets etc		600		0.0%	600	0.0%
6670	Representation expenses	3,530	1,000	-72%	0.0%	1,000	0.0%
6680	Bank charges, exchange rate differences	12,120		-100%			
6690	Other operational expenses/reserve	176,162	100,000	-43%	4.6%	120,000	5.6%
6840	Bank Charges		3,500		0.2%	3,500	0.2%
6841	Exchange gain/loss						
8900	Taxes		2,000		0.1%	2,000	0.1%
	Totals	3,398,704	2,186,848	-36%		2,148,438	

HAP Summary Expenditure/Revenue Budget by Activity 2009-2010

Activity Code	Project/Activity	Indicative 2009	Revised 2009	% variation	Indicative 2010
Policy Services					
01-01-01	Manage strategic academic partnerships	6,250	3,495	-44%	2,575
01-01-02	Accountability to Beneficiaries Conference - 2010	61,000		-100%	14,750
01-02-01	Study: Programme impact of complaints handling		22,430		
01-02-02	Study: Member and Non-Member Perception Study		9,950		
01-02-03	Study: Follow-up Beneficiary Based Consultation	50,005		-100%	35,905
01-03-01	Establish Standard review process	16,400	9,100	-45%	9,100
01-03-02	Manage standard review process	74,550	30,810	-59%	13,770
01-03-03	Adopt and launch the HAP 2010 Standard				8,500
01-03-04	Produce and launch Guide to the 2010 Standard	51,750		-100%	7,500
01-03-05	Accreditation standard consultation process		1,090		
01-04-01	Represent HAP at strategic conferences and meetings	3,795	3,990	5%	5,080
01-04-02	Translation of relevant documentation	11,000	3,000	-73%	6,000
01-04-03	Distribute Standard	9,250	1,200	-87%	5,600
01-04-04	Coordinate website content	39,500	6,000	-85%	6,600
01-05-01	Maintain database and documentation system	4,100	3,600	-12%	6,600
01-05-02	Produce and distribute Annual Report	30,750	29,850	-3%	29,850
01-05-03	Develop and produce materials for introducing HAP	2,000	2,100	5%	3,300
01-05-04	Consolidate Training Modules				3,000
01-06-01	Policy Services Support	303,285	273,610	-10%	286,480
	Total Policy Services	663,635	400,225	-40%	444,610
Development Services					
02-01-01	Approach potential Members	9,700	-1,880	-119%	-1,880
02-01-02	Regional networks	65,980	4,540	-93%	4,540
02-01-03	Middle East BSO network support	21,990	22,650	3%	22,650
02-02-01	Strengthen HAP PSG group	8,680	13,220	52%	13,220
02-02-02	Accountability Leaders Workshop	34,990	-11,570	-133%	-23,140
02-03-01	Deployment of NEP Field Team - 3 times per year	88,944	60,414	-32%	65,557
02-03-02	Pakistan Office	113,883	38,841	-66%	31,920
02-04-01	New members induction meeting	4,650	1,120	-76%	1,120
02-04-02	Support on developing AWP	3,750	-880	-123%	-440
02-04-03	Conduct baseline analyses for members and non-members	4,300	-96,200	-2337%	-112,800
02-04-04	Provide support to members - guided self-assessments (gsa)		-2,420		-2,420
02-04-05	Provide support to members - HAF		-810		-810
02-05-01	Revise and conduct CRM workshop		-12,850		-12,850
02-05-02	Complaints & investigations management workshop		10,450		-2,400
02-05-03	Conduct Investigation learning programme workshops + TOF	223,304	3,480	-98%	3,480
02-05-04	Participate on global platform on CRM		2,300		2,300
02-06-01	Development Services Support	585,850	487,862	-17%	499,309
02-06-02	Roving Field team	124,619	87,208	-30%	90,979
	Total Development Services	1,290,640	605,475	-53%	578,336
Regulatory Services					
03-01-01	Certification Audits (single auditor plus 7 days senior auditor)	7,800	-86,280	-1206%	-107,850
03-01-02	Mid term Audits	108,900	-23,685	-122%	-63,160
03-01-03	Auditor/Baseline Training - 4 trainees (3 staff)		7,600		7,600
03-02-01	Accreditation audits	44,200	7,300	-83%	-5,400
03-02-02	Accreditation monitoring	11,025		-100%	2,450
03-02-03	2-3 networks / organisations operating registered auditors	54,640	4,880	-91%	9,760
03-03-01	Certification validation research	3,675	3,675		3,675
03-03-02	1 day training certification course for CARB members	8,600	9,360	9%	
03-03-03	1 day accreditation training course for CARB members				9,360
03-03-04	CARB meeting	14,900	9,250	-38%	18,500
03-04-01	Conduct investigations (based on full cost recovery)				
03-05-01	Monitoring Members AWPs		4,050		4,050
03-06-01	Regulatory Services Support	320,160	397,820	24%	438,064
	Total Regulatory Services	573,900	333,970	-42%	317,049
Governance & Management					
04-01-01	Board Meetings	37,930	30,420	-20%	30,420
04-01-02	Annual General Assembly	23,433	25,000	7%	25,000
04-01-03	Evaluation		40,500		
04-01-04	2010-2012 Strategic Plan	50,000	25,860	-48%	
04-01-05	Annual Audit	6,300	6,000	-5%	6,600
04-02-01	Fundraising & donor relations	14,800	8,900	-40%	9,295
04-03-01	Contingency/reserve	100,000	100,000		120,000
04-04-01	Secretariat core costs	618,016	610,498	-1%	617,128
	Total Governance & Management	232,463	847,178	264%	808,443
	Total	2,760,638	2,186,848	-21%	2,148,438